

## **Anti-Harassment Policy**

### **A. EQUAL EMPLOYMENT OPPORTUNITY AND PROHIBITION OF ILLEGAL HARASSMENT, DISCRIMINATION AND RETALIATION**

This policy applies to *all* employees of Murphy Research, including supervisory and non-supervisory employees. It also applies to the treatment of employees by non-employees such as vendors, independent contractors, tenants and visitors to Murphy Research facilities and properties, and to the treatment of these non-employees by Murphy Research's employees.

#### **1. Equal Employment Opportunity**

Murphy Research is committed to providing equal employment opportunities (EEO) to all employees and applicants without regard to race, color, religion, religious creed,<sup>1</sup> age, sex (which includes breastfeeding or a medical condition relating to breastfeeding), sexual orientation, gender identity,<sup>2</sup> gender expression, transgender status, national origin or ancestry,<sup>3</sup> citizenship status, military status, veteran status, marital status, registered domestic partner status, pregnancy, medical condition, physical disability, mental disability, genetic characteristics, genetic information, or any other protected status in accordance with all applicable federal, state and local laws. Murphy Research is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment.

This policy extends to all aspects of Murphy Research's employment practices, including but not limited to recruiting, hiring, placement, promotion, termination, transfer, training, compensation, benefits, leaves of absence, layoff, recall and social and recreational programs and to all other terms and conditions of employment.

#### **2. Harassment**

True equal employment opportunity cannot be accomplished if harassment, discrimination or retaliation on the basis of actual or perceived sex, sexual orientation or preference, gender identity, gender expression, transgender, age, color, national origin or ancestry, race or any other legally protected characteristic is tolerated. Accordingly, all such conduct is expressly prohibited. Murphy Research does not tolerate illegal harassment or discrimination and engaging in any such conduct may be the basis for disciplinary action, even where a legally actionable claim does not arise. In keeping with

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<sup>1</sup> The term "religion" or "religious creed" refers to an employee's religious dress and grooming practices as part of that individual's religious observances or beliefs.

<sup>2</sup> The term "gender identity" refers to a person's deeply-felt internal sense of being male or female, regardless of actual sex. The term "gender expression" refers to a person's behavior or mannerisms or appearance that is perceived as masculine or feminine.

<sup>3</sup> The term "national origin or ancestry" includes physical, cultural or linguistic characteristics associated with a national origin group, marriage to or association with persons of a national origin group, tribal affiliation, name associated with a national origin group, membership or association with an organization associated with the interests of a national origin group, and attendance in schools or religious institutions generally used by persons of a national origin group.

this commitment, all employees of Murphy Research are responsible for assuring that the workplace is free from harassment, discrimination and retaliation.

Harassment may take many forms, but most commonly includes the following:

**Verbal harassment** such as jokes, epithets, slurs and unwelcome remarks about an individual's body, dress, clothing, color, physical appearance or talents, derogatory comments, questions about a person's sexual practices and/or patronizing terms or remarks;

**Physical harassment** such as physical interference with normal work, impeding or blocking movement, assault, unwelcome physical contact or touching, staring at a person's body, and threatening, intimidating or hostile acts that relate to a protected characteristic; and,

**Visual harassment** such as offensive or obscene photographs, calendars, posters, cards, cartoons, drawings, gestures, displays with sexually suggestive or lewd objects, unwelcome letters or notes or any other graphic material that denigrates or shows hostility or aversion toward an individual because of the individual's protected characteristics.

Murphy Research will promptly investigate complaints of harassment. Murphy Research will examine complaints of harassment (sexual or others) from the point of view of a reasonable person of the same circumstances as the complainant.

### **3. Sexual Harassment**

Sexual harassment occurs when submission to or rejection of unwelcome sexual conduct by an individual is used as a basis for employment decisions affecting that individual. Unlawful conduct includes threats and demands to submit to sexual requests as a condition of continued employment or offers of benefits in return for sexual favors. Sexual harassment also occurs when unwelcome sexual conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile or offensive work environment, even if it does not lead to tangible or economic job consequences. Sexual harassment includes verbal harassment, physical harassment, visual harassment and unwanted sexual advances. It also includes retaliation for having reported acts of harassment. Sexual harassment includes harassment of women by men, men by women, gender-based harassment of individuals of the same sex as the harasser, and harassment based on an individual's gender identity or gender expression, including transgender status.

### **4. Harassment, Discrimination or Retaliation in Any Form**

Discrimination, harassment, retaliation for opposing harassment or discrimination, or retaliation for participating in investigations of harassment or discrimination, are all illegal. Any individual who is determined to have violated this policy prohibiting harassment, discrimination and retaliation will be subject to appropriate discipline, up to and including immediate termination. Steps will be taken as necessary to prevent any further harassment, discrimination or retaliation.

### **5. Responsibility**

It is the responsibility of each individual at the Company, whether directly involved in the incident or not, to assure that discrimination or harassment on any of these bases or that prohibited harassment or prohibited retaliation does not occur within the workplace.



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## **6. Reporting**

If an individual believes that any kind of illegal harassment, discrimination or retaliation is occurring, or observes any such prohibited activity, that individual should immediately report the facts of the incident(s) and the name(s) of the party(ies) involved to Human Resources or the President/Owner. Employees do not need to follow any specific "chain of command."

All complaints will be promptly, thoroughly and objectively investigated. The Company will attempt to maintain confidentiality of the investigation to the extent possible; however, it may be necessary to reveal information related to the claim in order to conduct a thorough and efficient investigation.

Affected individuals also may direct complaints to the federal Equal Employment Opportunity Commission ("EEOC") (1-800-669-4000) and/or the California Department of Fair Employment and Housing ("DFEH"), [www.dfeh.ca.gov](http://www.dfeh.ca.gov), (800-884-1684).

## **7. Retaliation**

Taking any adverse action against an employee because they have resisted or complained in good faith about illegal harassment or discrimination is prohibited by law and by this policy.

The Company takes all complaints seriously and wants the opportunity to resolve any problems that may arise. No individual will be retaliated against or otherwise disciplined for reporting in good faith an incident of harassment, discrimination or retaliation or for participating in an investigation. The reporting individual and all participants in an investigation have the assurance of the Company that no reprisals will be taken as the result of the complaint, unless the complaint was filed in bad faith or for an improper purpose.